

- Choose **View > Toolbars > Customize** on the Menu bar.
- Choose **Tools > Customize** on the Menu bar and go to the *Toolbars* tab.

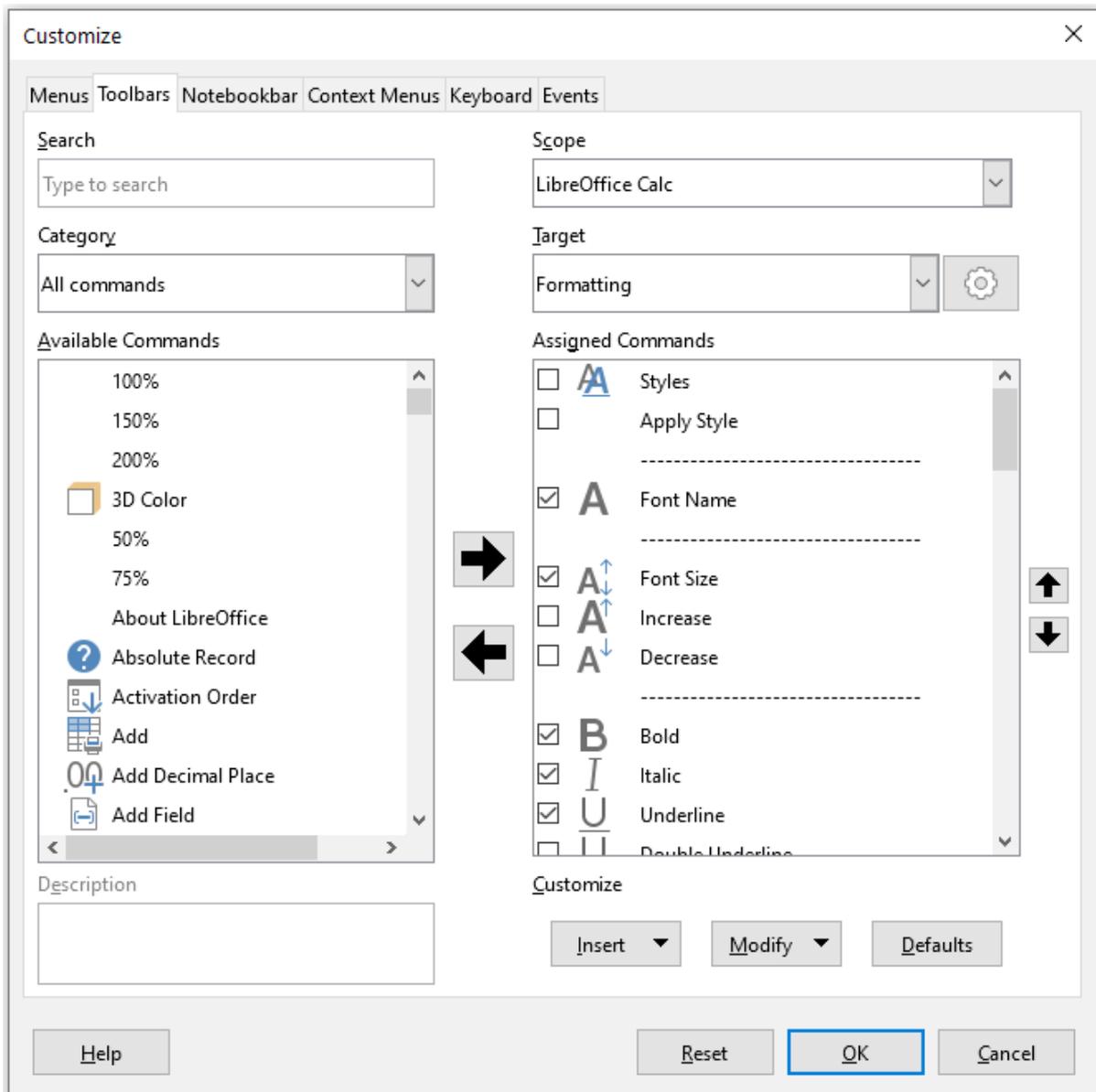


Figure 499: The *Toolbars* tab of the *Customize* dialog

To customize a toolbar:

- 1) In the *Scope* drop-down list on the upper right, choose whether to save this changed toolbar for Calc or for a selected document.
- 2) In the *Target* drop-down list, select the toolbar that you want to customize. The current toolbar content is displayed in the *Assigned Commands* list.
- 3) Select the command to be added in the *Available Commands* list. You can narrow your search by using the *Search* box on the top left or choosing a category in the drop-down list just below.
- 4) Click on the right arrow to add the command to the *Assigned Commands* list for the toolbar. Use the up and down arrows in the far right to position the command in the toolbar.
- 5) To remove a command from a toolbar, select it in the *Assigned Commands* list and click the left arrow.